

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Alternate Retirement Program (ARP) Training for State Employers	REFERENCE NUMBER: 2008-034
DATE ISSUED: 09/26/08	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors
Personnel Transactions Staff**

FROM: Department of Personnel Administration
Savings Plus Program - ARP

CONTACT: Kim Madson, ARP Project Manager
(916) 323-8489
Fax: (916) 327-1885
Email: kimberlymadson@dpa.ca.gov

Beginning October we will conduct training for HR Staff on the ARP. The half-day sessions will be held in Sacramento and other regions throughout the State. We strongly encourage you to attend this training to educate yourself on the overall program and receive the most up-to-date information. The training will include:

- An overview on how ARP works
- Details on the three phases of ARP
- Common errors with misappointments and the tools to avoid them
- Communications sent to ARP employees
- Resources available to HR Staff on ARP

Go to <https://www.dpa.ca.gov/secure/training/arp/form.cfm> for more details, dates, locations, and online registration. Contact us at **arp@dpa.ca.gov** to request on-site training for your department.

We look forward to seeing you.

/s/ Michelle Berklacich

Michelle Berklacich
Administrator